



THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM

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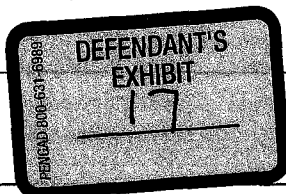
NAME		PERIOD COVERED	TYPE	STATUS CODE
MARTIN NANCY C		04-19-2004	A	CB
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)	
104631	JUDICIAL DEPARTMENT			
JOB TITLE		HIRE DATE	STATUS DATE	ANN DATE
00013 MUNICIPAL COURT ADMINISTRATOR		01-16-2004		01/16

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING		
TASK 1: COMMENTS <i>As much as she is able to give the problems w/ the new computer system Nancy has done this</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 2: COMMENTS <i>oversees Municipal Court operation</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 3: COMMENTS <i>Nancy manages and oversees the issuance guarantees and addresses any concerns</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 4: COMMENTS <i>monitors, maintains and clerks employment and</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 5: COMMENTS <i>assist public outside agencies and department employees</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 6: COMMENTS <i>monitors employees who approve appeal</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 7: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 8: COMMENTS <i>assist Municipal Judge w/ all Municipal Court activities</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 9: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 10: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>



NUMBER OF TASKS RATED ON:

DOTHAN/Martin & Brackin 1166
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Order

TOTAL RATING SECTION I

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

THE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH FACTOR. RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

QUALITY OF WORK COMMENTS: <i>Sofar Nancy's quality work has been exceptional.</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
INITIATIVE COMMENTS: <i>Nancy has shown initiative in initiating new prices where needed.</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
COOPERATION COMMENTS: <i>Nancy has been very cooperative.</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
SAFETY CONSCIOUSNESS COMMENTS:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
QUANTITY OF WORK COMMENTS:	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
JOB KNOWLEDGE COMMENTS:	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
DEPENDABILITY COMMENTS: <i>Nancy has been very dependable.</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
DEALING WITH THE PUBLIC COMMENTS: <i>Nancy deals regularly and nicely with the public.</i>	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
ORDER THE NUMBER OF TASKS COMPLETED ON IN SECTION II HERE :	7	RECORD TOTAL RATING FOR SECTION II HERE :	18

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING	TASKS			
SECTION I	11	5			
SECTION II	7	7	+		2.47
TOTAL	18	12	=		2.5
				TOTAL SCORE	

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

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SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS:

Nancy has really got the ground
 simply and addressed all issues
 put before her quickly and decisively

EVALUATING SUPERVISOR SIGNATURE:

DATE

4/19/04

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS:

REVIEWER'S SIGNATURE

DATE

4/19/04

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR
 CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☒ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE
 STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

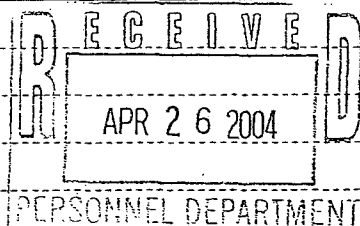
DATE

MAY 06 2004

4/19/04

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:



END OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE

DATE

Nancy C. Martin

4/21/04

EVALUATING SUPERVISOR SIGNATURE

DATE

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE OF NEXT EVALUATION:

TYPE:

7-26-04

D

SCORE

AVERAGE

2.42

STATUS CODE

DOTHAN/Martin & Brackin 1168

REGULAR STATUS EFFECTIVE DATE

AS400

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